DISTRICT OF COLUMBIA
PUBLIC SCHOOLS
Office of the Chief Operating Officer

January 2017

# Enrollment and Lottery Handbook

**Version 2.0**
Submitted by: Student Enrollment Initiatives, Office of Chief Operating Officer

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## About the District of Columbia Public Schools Enrollment and Lottery Handbook

The District of Columbia Public Schools (DCPS) Enrollment and Lottery Handbook provides guidance for families and schools. Updated annually, the handbook outlines enrollment and lottery procedures and practices. Key term definitions are provided starting on page 5.

> **General Enrollment Questions**
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

### Road Map

The handbook provides an in-depth and comprehensive description of DCPS' enrollment and lottery procedures and requirements. After a glossary of key terms, the first section of this handbook describes how students within the District of Columbia enroll and attend their in-boundary schools. The second section of this document provides a general explanation of the My School DC application and lottery process. The third and fourth sections discuss the lottery preferences and lottery results, respectively. These sections provide in-depth discussions on how students and their families can navigate the My School DC application and lottery procedures and results. The fifth section of this handbook describes how My School DC Lottery waitlisted families can expect their preferences to be honored. The sixth and seventh sections describe enrollment procedures for typical and special circumstances, respectively. These sections provide requirements and procedures for students who have already completed the My School DC lottery process and are looking to enroll in their assigned school. The eighth section provides DCPS' attendance policies. The ninth section describes DCPS' student assignment and school boundary policies including a discussion of requirements from SY14 through SY17. Finally, the handbook provides maps, feeder patterns, admissions requirements and other pertinent resources parents and students may need to apply and enroll in a DCPS school.

# Key Terms

**Citywide School**: A school that does not have a boundary and therefore cannot be claimed as an in-boundary school. Instead, students from across the District of Columbia must submit a My School DC lottery application to attend. For a list of citywide schools, see page 40.

**Compulsory Grade(s)**: Grade(s) that students are required by law to attend. In the District of Columbia, students are required by law to attend school between the ages of 5 and 18, which corresponds to kindergarten through grade 12.

**Dual language School/Program:** A school/program that provides some or all of instruction in a language other than English.

**Feeder Pattern School (also Destination School)**: A school that a student has a right to attend based on a student's current school. This assignment only happens during the years a student moves from elementary to middle school, or from middle to high school. Review SY17-18 feeder patterns starting on page 34.

**Early Action Pre-Kindergarten Schools:** Early Action Pre-Kindergarten (Pre-K) guarantees access to in-boundary preschool (PK3) and prekindergarten (PK4) for all families. To secure an Early Action Pre-K seat, in-boundary families must submit a My School DC lottery application by the Wednesday, March 1 11:59pm deadline. Families will receive an Early Action Pre-K match *only if* they are not matched to any other school. Therefore, *families are encouraged to rank their Early Action Pre-K school at #1.*
- Review SY17-18 Early Action Pre-K schools on page 10.

**Guardian:** A person who has been appointed legal guardian of a student by a court of competent jurisdiction, as stated in DCMR Section 5-E50.

**In-Boundary Preference**: A lottery preference that only applies to DCPS preschool (PK3) and prekindergarten (PK4) at zoned schools, which include all DCPS schools except citywide schools. PK3 and PK4 applicants receive a lottery preference at their in-boundary DCPS school.

**In-Boundary School (also Neighborhood School):** A school that a student has the right to attend based on where the student's guardian lives.
- To identify one's in-boundary school, http://dcatlas.dcgis.dc.gov/schools/.
- See pages 31-33 for maps of the SY17-18 school boundaries by school level.

**My School DC Application:** An online application that families must use to apply for participating public charter schools (PK3–12), DCPS out-of-boundary schools (K–12), all DCPS preschool (PK3) and prekindergarten (PK4) programs, and DCPS selective high schools (9–12).

**My School DC Lottery**: A single, random lottery that determines placement for new students at all participating My School DC lottery schools.

**Out-of-Boundary School:** A school other than a student's in-boundary school or feeder pattern school.

**Participating School:** Any school (DCPS or charter school) that has agreed to be part of the My School DC common lottery. All DCPS schools and most DC public charter schools are in participation.

**PK3 (also Preschool)**: An early childhood program that serves students who are at least three years old by September 30 of the school year they enroll.

**PK4 (also Prekindergarten)**: An early childhood program that serves students who are at least four years old by September 30 of the school year they enroll.

**Preference:** A special designation given to lottery applicants in an effort to match families with schools in their neighborhoods and keep siblings together. DCPS assigns lottery preferences and offers available spaces to students with preferences first. Review DCPS preference types on page 12.

**Proximity Preference:** A lottery preference provided to students who live greater than a half-mile walking distance from their zoned DCPS elementary school and apply to attend an out-of-boundary school that is a half-mile or less walking distance from their home.

**Residency Verification**: A part of the enrollment process that requires guardians to provide proof that they reside in the DC. Learn how to prove residency: http://dcps.dc.gov/enroll.

**Right-to-Attend School**: A DCPS school where students can enroll at any time in grades K-12. There are two types of right-to-attend schools for DCPS K-12 students: in-boundary schools and feeder pattern schools. Students do not apply to their right-to-attend schools for grades K-12.

**Sibling:** A child who has at least one parent or legal guardian in common with a current DCPS student and resides in the same household as the student, as stated in DCMR Section 5-E2199.

**Sibling preference**: A lottery preference provided to students at a school if their sibling is attending or will attend at their time of entry to the school. DCPS provides two types of sibling preference:
1. Sibling-enrolled
2. Sibling-offered preference

*Note:* For dual language schools and programs, sibling preference is weighted more heavily than an in-boundary preference.

**Selective High School**: A DCPS high school that admits students based on specific eligibility criteria and requires application for entry into the school. Students eligible to enroll in Grades 9-12 can apply, but only those who meet a selective high school's requirements, which may be assessed through application review as well as placement test, individual or group interview, and/or audition, will be eligible to attend. Review the six DCPS selective high schools and admissions requirements on page 38.

**Specialized School or Program**: A school or program that provides a substantially different education experience than other schools or programs in the school. Some specialized schools/programs may have eligibility criteria as approved by the Chancellor.

**Terminal Grade:** The final grade that a school offers (e.g., Grade 5 for elementary schools, grade 8 for K-8 education campuses and middle schools, and grade 12 for 6-12 education campuses and high schools).

**Waitlist**: A list that contains students interested in enrolling at a school, but were not matched through the lottery process. When a space opens, the school offers the space to students on the waitlist in order. The waitlist order is determined by the lottery.

**Zoned School**: A school with a defined school boundary. This includes all DCPS schools, except schools and selective high schools.

- See pages 31-33 for maps of the SY17-18 school boundaries by school level.

# In-Boundary K-12 Schools

DC law requires students to attend school between the ages of 5 and 18, which corresponds to kindergarten through grade 12.[1] A right-to-attend school can be identified as a student's in-boundary school or feeder pattern school.[2]

**Identify One's In-Boundary School**
*Visit:* http://dcatlas.dcgis.dc.gov/schools/
*Contact the Enrollment Team*
enroll@dc.gov or (202) 478-5738

If a family moves out of boundary during the school year, the student maintains the right to attend their current school through the **terminal grade**, and can continue to attend schools in the feeder pattern of the original school.[3] They also have a right to attend their in-boundary school.

Some school attendance boundaries and feeder patterns have shifted since SY14-15, which are outlined in the Student Assignment and School Boundary Implementation Plan.[4] Feeder patterns are subject to change each year.

## Attending Schools Other Than One's In-Boundary School

For students eligible to enroll in grades K-12 who wish to gain access to an out-of-boundary school, families must apply through the My School DC lottery.

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[1] DC ST § 38-202
[2] DC ST § 38-221
[3] 5-E DCMR § 2106.12
[4] http://dcps.dc.gov/page/school-boundaries-final-implementation-plan

# About the My School DC Lottery

The DC Office of the Deputy Mayor for Education oversees the My School DC lottery in collaboration with DCPS, the Public Charter School Board, and participating charter schools. My School DC lottery is a single, random lottery that determines placement for new students at all participating schools. Families can apply and rank up to 12 schools on one common application per student.

Lottery applications may only be submitted online via www.myschooldc.org. Lottery applications can also be completed via phone my calling the My School DC hotline at (202) 888-6336. A lottery application is required to:

> **Learn More about My School DC**
> *Visit:* www.myschooldc.org
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

- Enroll as a new preschool (PK3) or prekindergarten (PK4) student.
- Enroll in grades K-12 at an out-of-boundary DCPS school not currently attended.
- Enroll in a DCPS citywide school not currently attended.
- Enroll at a DCPS selective high school not currently attended.
- Enroll in a dual language school or program not currently attended.

A My School DC lottery application is NOT required to:

- Enroll in grades K-12 at an in-boundary or feeder DCPS school.
- Re-enroll at a current out-of-boundary or feeder DCPS school.

| SY17-18 My School DC Lottery Application Timeline | |
|---|---|
| Monday, December 12, 2016 | My School DC Application Opens |
| Wednesday, February 1, 2017, 11:59pm EST | Application Deadline (grades 9-12) |
| Wednesday, March 1, 2017, 11:59pm EST | Application Deadline (grades PK3-8) |
| Friday, March 31, 2017 | Lottery Results Released |
| Monday, May 1, 2017 | Enrollment Deadline |

## Preschool (PK3) and Prekindergarten (PK4)

DCPS places a strong value on early childhood education and strives to make seats in these grades available to as many children as possible in a fair and equitable way. However, because students are not required by law[5] to attend preschool (PK3) or prekindergarten (PK4), **students are only guaranteed seats in compulsory grades**.

To enroll 3- and 4-year-olds in school, families must apply through the My School DC lottery. Families may enroll children in PK3 if the child is at least 3 years old and in PK4 if the child is at least 4 years old, respectively, by September 30.[6]

### *Early Action Pre-K*

To secure an Early Action Pre-K seat, in-boundary families must submit a My School DC lottery application by the Wednesday, March 1 11:59pm deadline. Families will receive an Early Action Pre-K match *only if* they are not matched to any other school. Therefore, *families are encouraged to rank their Early Action Pre-K school at #1*.

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[5] 5-A DCMR § 2100.

[6] DC ST § 38-271.01

If the child is matched with the in-boundary school, the family must enroll the student by the lottery enrollment deadline (Monday, May 1, 2017). If a student is matched with a PK3 or PK4 seat at a school ranked higher than the in-boundary school, the student will no longer qualify for Early Action Pre-K at the in-boundary school.

SY17-18 Early Action Pre-K for in-boundary families in PK3 and PK4 will be available at the following schools:

1. Aiton Elementary School (Ward 7)
2. Amidon-Bowen Elementary School (Ward 6)
3. Browne Education Campus (Ward 5)
4. Bunker Hill Elementary School (Ward 5)
5. Burroughs Elementary School (Ward 5)
6. Drew Elementary School (Ward 7)
7. King Elementary School (Ward 8)
8. Langdon Elementary School (Ward 5)
9. Langley Elementary School (Ward 5)
10. Miner Elementary School (Ward 6)
11. Moten Elementary School (Ward 8)
12. Noyes Elementary School (Ward 5)
13. Payne Elementary School (Ward 6)
14. Stanton Elementary School (Ward 8)
15. Turner Elementary School (Ward 8)

> **Learn More about Early Action PreK**
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

## Out-of-Boundary Schools

For students eligible to enroll in grades K-12 who wish to gain access to an out-of-boundary school, families must apply through the My School DC lottery.

> **Learn about DCPS School Options**
> *Visit:* http://profiles.dcps.dc.gov/
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

## Citywide Schools

A citywide school is a school that does not have a boundary and therefore cannot be claimed as an in-boundary school. Students must submit a My School DC lottery application to attend a citywide school. Review SY17-18 DCPS citywide schools on page 40.

## Selective High Schools

DCPS has six selective high schools that admit students based on specific criteria or eligibility requirements. To be considered for admission to a selective high school, a My School DC lottery application must be submitted. Students eligible to enroll in grades 9-12 can apply, but <u>only</u> students who meet a selective high school's requirements will be considered eligible for admission – not by the random lottery.

The application for selective high schools <u>may</u> require additional components (administered by the school), including but not limited to:

- Current and previous report cards

- State standardized test scores
- Essay question(s)
- Recommendation letters
- Admission exam
- Individual, group or family interview(s)
- Audition(s)

*Review the six DCPS selective high schools and corresponding admissions processes on page 38.*

## Lottery Preferences

Students may have a lottery preference at one or more schools. Students with a preference at a particular school are offered space at that school before students who do not have a preference, or receive a higher waitlist placement than students without a preference.

DCPS assigns lottery preferences to students in an effort to match students with schools in their neighborhoods and keep siblings together. The following preferences are extended to DCPS lottery applicants for SY17-18, if they meet specific criteria:

1. In-boundary preference (PK3/PK4 applicants only)
2. Sibling preference
3. Proximity preference
4. Dual language preference

*Note:* Preferences do <u>not</u> apply to the selective high school admissions process.

> **Learn about the Lottery Algorithm**
> This video explains how the algorithm works.
> *Contact My School DC*
> Info.myschooldc@dc.gov or (202) 888-6336
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

## 1. In-Boundary Preference (PK3/PK4 applicants only)

To provide families with a better chance of securing a PK3 and PK4 seat at their in-boundary school, families who apply for a PK3 or PK4 seat are provided with an in-boundary preference at their future in-boundary school through the My School DC lottery.

> **Identify One's In-Boundary School**
> *Visit* http://dcatlas.dcgis.dc.gov/schools/
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

*Note:* In-boundary preference does <u>not</u> apply to the citywide PK3/PK4 programs at Capitol Hill Montessori at Logan and School-Within-School @ Goding. Families who are in-boundary for a school that is offering Early Action PK enrollment will be guaranteed a seat at their in-boundary school <u>if</u> they follow the guidelines listed in the Early Action PK section on page 10.

**How to Claim**: No action is needed. This preference is automatically applied to a My School DC lottery application based on home address. A family's in-boundary home address is verified at the school level at the time of enrollment as part of the DC *residency verification* process. Families unable to verify DC residence within the school's boundary zone at the time of enrollment will forfeit the preference.

## 2. Sibling Preference

Enrolling *siblings* together at a school is beneficial to students, families and schools. As such, DCPS provides a sibling preference through the My School DC lottery. Only students with a sibling who currently attends a DCPS school or will attend the school for the upcoming school year receive sibling preference. A sibling, brother or sister, is characterized by a shared home residence and at least one shared *guardian*.[7]

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[7] 5-E DCMR 2199

## Sibling-Enrolled Preference

Sibling-enrolled preference is provided to students, who at the time of enrollment, have a sibling attending a DCPS school. In-boundary families, who <u>will</u> enroll a student in a compulsory grade in the upcoming school year, can claim a sibling-enrolled preference for a sibling applying to the school in a non-compulsory grade (PK3 or PK4).

> **Example 1:** If John is currently enrolled in 3rd grade at Patterson ES and plans to return to that school for 4th grade, then his sibling is eligible to receive a sibling-enrolled preference at Patterson ES through the lottery for the following school year.

> **Example 2:** If John is a new student who has a right to attend Patterson ES because he lives in-boundary for a compulsory grade, then his PK3/PK4 sibling is eligible to receive a sibling-enrolled preference at Patterson ES through the lottery for the following school year.

**How to Claim:** Select the "Sibling enrolled" preference on the My School DC lottery application for the school that the sibling currently attends or will attend. For currently attending students, the sibling's DCPS student ID number must also be provided. If the student will attend and does not currently have a student ID number, input "0000000" (seven 0's) as the student ID number.

> **Obtain Student ID Numbers**
> *Contact:* The school of the sibling.
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738
> *Contact My School DC*
> (202) 888-6336 or info.myschooldc@dc.gov

## Sibling-Offered Preference

Sibling-offered preference is provided to students whose siblings are matched to a school through the My School DC lottery. However, the sibling-offered preference does <u>not</u> always result in a lottery match.

> **Example:** If John and his sibling submit a My School DC lottery application for the same schools and John is matched to a school through the My School DC lottery, a sibling-offered preference is automatically applied to his sibling's My School DC lottery application.

**How to Claim:** No action is needed. This preference is automatically applied through the My School DC lottery matching process.

## Special Application of Sibling Preference
Capitol Hill Cluster Schools (Peabody ES, Watkins ES and Stuart-Hobson MS)
- For the purposes of the lottery, the Capitol Hill Cluster schools are treated as one school. Given this, a child with a sibling who attends or will attend, based on in-boundary right, any one of the Capitol Hill Cluster schools is eligible for a sibling-enrolled preference at any of the other schools in the cluster.

## Dual Language Schools and Programs
Dual language schools/programs place additional emphasis on sibling preference because of the value of in-home exposure to language acquisition. As such, a sibling preference is weighted more heavily than an in-boundary preference at these schools/programs (relevant for PK3/PK4 only).

- If a student is enrolled or will enroll, based on in-boundary right, in a school with a dual language school or program, the sibling is eligible to receive sibling-enrolled preference for enrollment in either the traditional or dual language program or dual language school.
    - See page 40 for a list of dual language schools and programs.
    - See page 18 for a chart of waitlist order preference for dual language schools/programs.

### Montessori Programs

- For students who are enrolled in Capitol Hill Montessori, the sibling is eligible to receive sibling-enrolled preference.
- For students who are enrolled in a school with a Montessori program, the sibling is eligible to receive sibling-enrolled preference for enrollment in either the traditional or Montessori program.
    - See page 40 for a list of Montessori schools and programs.

### Selective High Schools

- Sibling preference is <u>not</u> recognized at selective high schools.
- Sibling preference is <u>not</u> recognized between non-selective schools and associated selective high schools, namely Columbia Heights Education Campus, McKinley Technology High School, and School Without Walls High School.
    - See page 38 for a list of selective high schools.

### *Verification of Sibling Preference*

A sibling, brother or sister, is characterized by a shared home residence and at least one shared guardian.[8] Validity of sibling preference will be verified by DCPS Central Office in cooperation with schools.

> **Verify Sibling Preference**
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738
> *Contact My School DC*
> info.myschooldc@dc.gov or (202) 888-6336

If a sibling preference is found to <u>not</u> be valid *before* the release of My School DC lottery results, the preference will be removed from the lottery application. If a sibling preference is found to <u>not</u> be valid *after* the release of My School DC lottery results, the student will be placed on the school's waitlist without the sibling preference. If a sibling withdraws from a school, the school is <u>not</u> obligated to honor the sibling preference for the other student.

## 3.  Proximity Preference

To minimize the burden of travel to schools for families, DCPS provides a proximity preference through the My School DC lottery to families with children in PK3-Grade 5, who have been zoned for a DCPS school that is more than a half-mile walking distance from their home. These families receive a proximity preference in the lottery at a DCPS elementary school that is less than a half-mile walking distance from their home.

> **Determine Proximity Preference Eligibility**
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

**How to Claim:** No action is needed. This preference is automatically applied to a My School DC lottery application based on home address and grade level (PK3-Grade 5). Eligibility for proximity preference is

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[8] DCMR Section 5-E2199

calculated by the Office of the Chief Technology Office (OCTO) using GIS technology and references the center point of a property's living space.

*Citywide Schools*
Proximity preference does not apply to DCPS citywide schools with PK3-Grade 5, namely Capitol Hill Montessori @ Logan and School-Within-School @ Goding.

## 4. Dual Language Preference

DCPS dual language schools offer a programmatic preference, providing families with programmatic feeder schools as well as right-to-attend feeder schools.

*Note:* Many dual language schools have two language lotteries for PK3-grade 1: one lottery for Spanish dominant and one lottery for English dominant. When applying, parents will be asked to select which language in which they are dominant. Schools may test applicants to confirm language dominance.

**How to Claim:** The dual language programmatic preference will automatically populate on the application based on the applicant's current school as provided. Schools will verify that a student is eligible for a dual language programmatic preference before the lottery.

## Preference Change

Families who become newly eligible for a preference or who failed to include an eligible preference on their My School DC lottery application, after the release of lottery results, may still be able to claim their preference.

**How to Claim:** A family should provide documentation to the school to verify the preference change. Once verified, the school will work with the DCPS Central Office to add the preference to the lottery application. The DCPS Central Office will place the applicant in the appropriate order on the waitlist, based on the random lottery tracking number and the added preference.

# Lottery Results

The My School DC lottery is a single, common lottery that aims to match students with their highest ranked schools, while also taking preferences into account. While families can apply and rank up to 12 schools, the lottery can match students with no more than <u>one</u> school.

On Friday, March 31, 2017, families will be notified of the release of lottery results by email and can view results online through their My School DC family account.

My School DC lottery results have three possible outcomes:
1. Match with school ranked first, not waitlisted at any other ranked schools.
2. Match with school NOT ranked first, waitlisted at all schools ranked higher than match.
3. No match, waitlisted at all ranked schools.

## Students Matched with School Ranked First

Students matched with their first-ranked school will <u>not</u> be waitlisted at any other ranked school. In order to secure their lottery seat, families must enroll their student by the enrollment deadline of Monday, May 1, 2017.

*Note:* If a student is matched and <u>not</u> enrolled in the matched seat by the enrollment deadline of Monday, May 1, 2017, the school is <u>not</u> obligated to provide the seat to that student.

Should a student forego a lottery-matched seat at a first-ranked school, the remaining options for that student are to:

➢ Enroll at an in-boundary school in compulsory grades (K-12);
➢ Submit another lottery application to attend PK3/PK4; or
➢ Submit a K-12 out-of-boundary school application after lottery results are released on Friday, March 31, 2017.

## Students Matched with School NOT Ranked First

Students matched with a school that was <u>not</u> ranked first in their lottery application will be waitlisted at all schools ranked higher than their match. Students will <u>not</u> be waitlisted at any school ranked lower than the matched school.

*Note:* This does <u>not</u> apply to selective high schools.

Families who are matched are encouraged to enroll at their matched school by the enrollment deadline of Monday, May 1, 2017, even if it is not their first choice, to avoid losing that seat. Enrolling at the matched school <u>does not</u> jeopardize waitlist spots at the other schools. After families enroll at a matched school, they may later enroll at a different school without penalty, if called from a waitlist.

## Students NOT Matched

Students <u>not</u> matched with any school will be waitlisted at all schools ranked on their lottery application. In addition, they will have the option to apply to additional schools after the lottery results are released on Friday, March 31, 2017.

## Lottery Results for Selective High Schools

To be considered for admission to a selective high school, a My School DC lottery application must be submitted; however, admission is based on students meeting specific criteria, not random lottery. If a student does not meet a selective high school's eligibility requirements, the student will not be matched nor waitlisted for that school.

## Waitlist

Waitlists reflect the order by which students would be enrolled by the lottery, if more seats become available. The order of waitlists at DCPS schools is based on preference, lottery or post lottery, and My School DC assigned-random lottery number.

In an effort to honor preferences, keep siblings together, and match families with schools in their neighborhoods, waitlisted students at DCPS schools are grouped by preference:

- Students within the same preference group are ordered according to the time period in which they applied (i.e. Lottery or Post Lottery).
- Students within the same preference group who applied in the lottery are ordered according to their My School DC-assigned random lottery number.
- Students who apply Post Lottery (after Wednesday, February 1, 2017 for grades 9-12 and Wednesday, March 1, 2017) are added to the end of the appropriate preference group in order of application submission date.

**How to Claim:** If seats are available, school staff will contact families on the waitlist via email and phone. Families will be notified of the specified grace period in which they must enroll in order to secure their lottery seat. If a family is unresponsive or does not complete the enrollment process within the specified grace period, the lottery seat will be lost as the staff member may move on to the next student on the waitlist. Families who hope to be called off of a waitlist should verify their contact information is correct on their application at www.myschooldc.org, as that is the source for the school's calls.

Once a family accepts a lottery seat, they will have a specified period of time to submit enrollment paperwork to the school, including DC residency verification. All DCPS enrollment paperwork must be provided directly to the school. If a family does not provide enrollment paperwork, including DC residency verification, within the specified period of time, a school is not obligated to enroll the student and may move on to the next student on the waitlist.

## Waitlist Order by Preference for NON-Dual Language Schools and Programs

| |
|---|
| 1. Lottery: In boundary (IB) with a sibling enrolled<br>2. Post Lottery: IB with a sibling enrolled |
| 3. Lottery:  IB applicant with a sibling-offered<br>4. Post Lottery: IB applicant with a sibling-offered |
| 5. Lottery: IB applicant (with no sibling)<br>6. Post Lottery: IB applicant (with no sibling) |
| 7. Lottery: Out of boundary (OOB) applicant with a sibling enrolled<br>8. Post Lottery: OOB applicant with a sibling enrolled |
| 9. Lottery: OOB applicant with a sibling accepted<br>10. Post Lottery:  OOB applicant with a sibling accepted |
| 11. Lottery: Proximity Preference<br>12. Post Lottery: Proximity Preference |

13. Lottery: OOB applicant (with no sibling)
14. Post Lottery: OOB applicant (with no sibling)

## Waitlist Order for Dual Language Schools and Programs

For dual language schools/programs, preferences in PK3 and PK4 are ordered differently in that sibling preference is prioritized before in-boundary preference.

| |
|---|
| 1. Lottery: In boundary (IB) with a sibling enrolled<br>2. Post Lottery: IB with a sibling enrolled |
| 3. Lottery:  IB applicant with a sibling-offered<br>4. Post Lottery: IB applicant with a sibling-offered |
| 5. Lottery: Out of boundary (OOB) applicant with a sibling enrolled<br>6. Post Lottery: OOB applicant with a sibling enrolled |
| 7. Lottery: OOB applicant with a sibling accepted<br>8. Post Lottery: OOB applicant with a sibling accepted |
| 9. Lottery: IB applicant (with no sibling)<br>10. Post Lottery: IB applicant (with no sibling) |
| 11. Lottery: Proximity Preference<br>12. Post Lottery: Proximity Preference |
| 13. Lottery: OOB applicant (with no sibling)<br>14. Post Lottery: OOB applicant (with no sibling) |

# Enrollment

DC law requires students to attend school between the ages of 5 and 18, which corresponds to kindergarten through grade 12.[9]

To complete enrollment in your in-boundary neighborhood school, families must submit a completed enrollment packet to the school, which includes proving DC residency. There are no other requirements.[10] Review residency verification guidelines below.

 ➢ Download the DCPS enrollment packet: http://dcps.dc.gov/enroll

## Lottery Enrollment

To enroll in a lottery-matched school, a family must submit required enrollment forms and verify DC residency by the lottery enrollment deadline (Monday, May 1, 2017). After the lottery enrollment deadline, schools are not obligated to enroll lottery-matched students and will begin to offer remaining seats to students on their waitlist.

In addition to enrollment documents, a student who obtains a seat through the lottery must provide a My School DC lottery enrollment form to the new school. By signing this form and/or enrolling into a lottery-matched school, a family acknowledges they are giving up the student's rights to the current school for the upcoming school year and the current school's feeder pattern. However, a student maintains the right to attend an in-boundary school in grades K-12 at all times.

## DC Residency Verification Guidelines

Every family in DCPS must prove DC residency annually as part of the enrollment process.[11] Families who obtain a seat through the lottery must fully complete the enrollment process, including the DC residency verification process, in order to claim their seat.

Families called from the waitlist will be expected to prove DC residency by a specified enrollment deadline. New or relocating families that will not be able to prove DC residency by the enrollment deadline should contact their matched school or contact the Enrollment Team at (202) 478-5738 or enroll@dc.gov.

To verify DC residency, a family may provide **ONE** of the following documents in the name of the parent or legal guardian who is enrolling the student:

| Item: | Item Must Show: |
|---|---|
| 1. A pay stub | A. Issue date within the past 45 days;<br>B. Name of person enrolling the student;<br>C. Current DC home address; and<br>D. Withholding of DC taxes for current tax year |

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[9] DC ST § 38-202
[10] 5-E DCMR § 2000.1
[11] DC ST § 38-306

| | |
|---|---|
| 2. Proof of financial assistance from the DC Government, in the form of:<br>    A. TANF verification of income notice or recertification approval letter<br>    B. Medicaid approval or recent letter<br>    C. Housing assistance letter from shelter or letter from Housing Authority<br>    D. Proof of receipt of financial assistance from another DC Gov't program | A. Issue date within the past 12 months;<br>B. Name of person enrolling the student; and<br>C. Current DC home address |
| 3. Supplemental Security Income (SSI) annual benefits notification | A. Issue date within the past 12 months;<br>B. Name of person enrolling the student; and<br>C. Current DC home address |
| 4. Verification Letter and Military Housing Orders; or DEERS Statement | A. Name of student and person enrolling student; and<br>B. Current DC home address |
| 5. An embassy letter | A. Issue date after April 1 of current year;<br>B. Name of person enrolling student;<br>C. Official seal; and<br>D. Statement indicating that person enrolling the student lives on property in DC with the DC address. |

Or **TWO** of the following documents in in the name of the parent or legal guardian who is enrolling the student:

| Item: | Item Must Show: |
|---|---|
| 1. Unexpired DC motor vehicle registration | A. Name of person enrolling the student; and<br>B. Current DC home address. |
| 2. Unexpired lease or rental agreement | A. Name of person enrolling the student;<br>B. Current DC home address; and<br>C. Receipt of a payment or canceled check indicating payment of rent within past 2 months |
| 3. Unexpired DC motor vehicle operator's permit or other official DC non-driver identification | A. Name of person enrolling the student; and<br>B. Current DC home address. |
| 4. One utility bill (only gas, electric and water bills may be used) | A. Name of person enrolling the student;<br>B. Current DC home address; and<br>C. A separate receipt of payment or cancelled checks indicating payment for the utility bill within the past two months |

Homeless or displaced families may be exempt from certain requirements as provided in the McKinney-Vento Act of 2001.[12] Homeless families should request a Homeless Referral Form from the school upon enrolling. Students that are Wards of the District and living in foster care or other District-assigned placement should provide the school with their Ward letter as proof of DC residency.

## Investigation and Residency Fraud

DC law requires the DC Office of the State Superintendent of Education (OSSE) to investigate allegations of residency fraud.[13] Once an allegation of residency fraud is received, a full investigation is conducted, which can include an examination of submitted residency verification documents and surveillance by a private investigator. Allegations of residency fraud may be reported anonymously by calling the Student Residency Fraud Prevention Hotline at (202) 719-6500 or submitting student residency fraud tips online.

## Dual Language School/Program Enrollment Policies

In PK3 through grade 1, the goal of dual language schools/programs is to create linguistically balanced classrooms. As such, these schools request that applicants identify as "English dominant" or "Spanish dominant" on their lottery application. After the release of lottery results and prior to enrollment, schools may assess the language proficiency of Spanish-dominant students. If a student resides in a home in which Spanish is spoken regularly, it is likely that students in PK3-Grade 1 will pass the assessment.

In Grades 2-12, students who attend dual language schools/programs are expected to learn grade-level content in Spanish. Given this, lottery applicants are requested to take a Spanish-proficiency test prior to the My School DC lottery matching process, if they are not currently enrolled in a DCPS or DC charter dual language school/program. If a lottery applicant does not take and/or pass the Spanish-proficiency test, the applicant will not be eligible to enroll in a DCPS dual language school/program.

## Non-Dual Language Alternatives

Many schools with dual language programs also have English-only programs in the school that can serve as a non-dual language alternative (e.g., Roosevelt High School). For families whose in-boundary school is a dual language school without an English-only track, and in the case the family does not wish to participate in a dual language program or the student is not proficient in the second language, DCPS provides a second right-to-attend school:

| Dual Language School/Program | Non-Dual Language Alternative |
|---|---|
| Bancroft Elementary School (PK3-5) | Tubman Elementary School (PK3-5) |
| Bruce-Monroe Elementary School (PK3-5) | Raymond Education Campus (PK3-8) |
| Columbia Heights Education Campus (6-8) | Cardozo Education Campus (6-8) |
| Oyster-Adams Bilingual School (PK4-8) | School without Walls at Francis-Stevens (PK4-8) |

See page 40 for a full list of dual language schools and programs.

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[12] McKinney-Vento ensures that the educational rights of children experiencing homelessness, or enrolled in foster care, are protected.
[13] DC Code §38-312

To enroll in the in-boundary school's non-dual language alternative, whereby foregoing the in-boundary school, the parent should contact the DCPS Student Placement Team. This only applies to the pairings as listed above.

If an in-boundary student is not Spanish proficient in grades 2-5 and the family chooses to enroll the student in the dual language school/program and forego the non-dual language alternative school option, the parent must sign a consent and waiver acknowledging that they are enrolling their child in a dual language school/program without the necessary Spanish language proficiency and are aware of the academic challenges this may incur.

*Note:* If one school finds the student does not meet the language requirements, they are ineligible for ALL dual language programs, if applicable.

## Montessori School Enrollment Policies

Capitol Hill Montessori @ Logan, DCPS' only citywide Montessori school, recommends new PK4 and kindergarten students to have previous Montessori experience. In grades K-8, the school *requires* new students to have previous, continuous Montessori experience. Families who apply for these grades, but do not have previous Montessori experience, may be expected to participate in a school visit and interview to determine their enrollment eligibility in this specialized program. If the student is determined to be ineligible to enroll, the family can contact the Enrollment Team at (202) 478-5738 or enroll@dc.gov for assistance. See page 40 for a list of Montessori schools and programs.

## Athletic Student Enrollment

Participation in DCPS student athletics is contingent upon successful enrollment into a DCPS school/program. Until the student completes enrollment into the school, the student cannot participate in the school's athletic programs.

## Withdrawals

Students may only be withdrawn from DCPS upon request of the parent/guardian, and upon receipt of acceptable confirmation of enrollment into another school.[14] Additionally, student information will not be released to the receiving school or alternate parties until documentation required for the withdrawal is completed.

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[14] 5-A DCMR § 2101.3 (d)

# Students with Special Enrollment Circumstances

## Special Education

The My School DC lottery process is available to all DC residents.

For a child that requires *less than 20 hours* of specialized instruction outside of the general education setting, as outlined on the child's Individualized Education Program (IEP), all DCPS schools are able to meet the child's IEP goals and accommodations. Parents may contact the Division of Specialized Instruction if their child requires a full-time special education program, which consists of *20 or more* hours of specialized instruction outside of the general education setting to ensure lottery-match school can accommodate their child's IEP.

> **Special Education Questions**
> *Contact the Division of Specialized Instruction*
> (202) 442-9929 or dcps.specialed@dc.gov

### *Services-Only Students*

Under written consent of the Division of Specialized Instruction, students may be permitted to temporarily enroll into DCPS for special education assessment or services and will be subsequently withdrawn upon completion of the review, assessment, or service(s) required per the student's IEP. The student's host school or primary education site will remain responsible for the student's additional educational needs.

➢ For additional resources regarding DCPS special education instruction: http://dcps.dc.gov/specialeducation
➢ To determine special education programs at DCPS schools: http://profiles.dcps.dc.gov

## Homelessness

Like all DCPS students, students who are homeless have a right to attend their in-boundary and feeder schools, which are based on the child's most stable address. A child's most stable address is determined by the guardian and the homeless liaison in collaboration with the Division of Youth Engagement.

For preschool (PK3) and prekindergarten (PK4) enrollment, families with homeless status must apply through the My School DC lottery and will benefit from an in-boundary preference to the school in-boundary to their most stable address. In K-12, if a homeless student wants to attend a school outside the boundary of the family's most stable address, also referred to as an out-of-boundary school, a My School DC lottery application must be submitted.

Homeless families are encouraged to contact the Student Placement Team at (202) 939-2004 or student.placement@dc.gov for assistance prior to submitting a My School DC application.

➢ For more information: http://dcps.dc.gov/service/homeless-children-and-youth-services-dcps

## Opportunity Academies

Students who are not reaching academic success in their current high school, may be referred for transfer to an Opportunity Academy (Washington Metropolitan, Luke C. Moore, Roosevelt STAY or Ballou STAY). Transfer priority will be determined based on how many credits

> **Opportunity Academy Questions**
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

a student has earned relative to his/her first ninth grade year, the intensity of interventions attempted at the current high school and the student and parent/guardian's preference for a transfer. A student may also directly pursue enrollment at an Opportunity Academy and admission will be granted based on available space.

## Non-Traditional and Transfer Student Placement

The Student Placement Office provides educational options for secondary students who have dropped out of school, are at-risk of dropping out, are new to the District of Columbia, or are transitioning from juvenile rehabilitation services.

The Student Placement Office provides services to youth who are:

| |
|---|
| **Student Placement Office**<br>1830 Constitution Avenue, NE<br>Room 1-105 Washington, DC 20002<br>(202) 939-2004 or student.placement@dc.gov |

- 15-22 years of age
- Behind in credits to graduate
- Teen parents
- Of military families
- Not experiencing success in their current school
- Returning to school from an extended absence due to a life circumstance
- At risk of dropping out or have dropped out of school
- Struggling with chronic absenteeism or truancy
- Transitioning from incarceration or detention program
- New residents of the District of Columbia

Placement Services Include:

- School choice options
- Academic skills assessment
- Career interest profile
- Transcript review (this service is provided to potential students and parents so that they may have a general understanding of graduation Carnegie Unit requirements in DC)
- Registration information and packets
- DCPS Health and Wellness information
- Transitory services information
- Visiting instruction services (offered to students that are deemed physically or psychologically unable to attend school on a temporary basis by a medical doctor)
- Connections to community-based resources
- Student Success Monitoring: attendance, academic progress, individual graduation plans and behavior intervention

## Military Families

DCPS recognizes that school-age children of military families face obstacles to educational success, such as frequent moves and the deployment of one or more of their parents. In order to help overcome these obstacles, and to accommodate the Council of the District of Columbia's recent passage of the Interstate Compact on Educational Opportunity for Military Children Establishment Act of 2012,[15] DCPS issued a Chancellor's Directive. This directive allows the children of military families who reside on military

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[15] DC ST § 49-1101.02

facilities within the District of Columbia, namely Joint Base Anacostia-Bolling, Fort McNair, and the Marine Barracks, to enroll in the DCPS school of their choice, at any point during the school year, pending classroom and/or program availability.

> ➢ Read the Chancellor's Directive on Enrollment and Placement of Military Families: http://dcps.dc.gov/page/enrollment-students-military-families

For military families in need of assistance with enrolling in DCPS, please contact the Student Placement Office at (202) 939-2004 or student.placement@dc.gov.

## State Department

State Department families residing in DC have a right to enroll in their in-boundary school. In the event that a family chooses to enroll in a school outside of their boundary, they will have to submit an application through the My School DC lottery and along the My School DC lottery timeline. Review the SY17-18 My School DC lottery timeline on page 9.

> **Identify One's In-Boundary School**
> *Visit:* http://dcatlas.dcgis.dc.gov/schools/
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

## Embassy Families

Foreign dignitaries currently residing in DC have a right to enroll in their in-boundary school. If families are residing in embassy-sponsored housing within DC, they must provide an embassy letter that explains this, with the embassy seal affixed, as proof of DC residency.

## International Families

The enrollment process for students coming from international institutions is primarily undertaken through the Language Acquisition Division (LAD). The Intake and Assessment Center within the LAD facilitates the enrollment into a student's in-boundary school. The LAD screens students to determine English as a Second Language (ESL) eligibility and placement, provide orientation to linguistically and culturally diverse families, provide referrals to community-based resources and evaluate foreign transcripts for the purpose of awarding high school credits.

### *Foreign Transcript Evaluation*

Foreign Transcript Evaluation allows students who have completed secondary level courses outside the U.S. to obtain comparable credits toward graduation in DCPS. Students seeking credits to be awarded should contact LAD's Intake and Assessment Center to schedule an appointment. Students will need to present original foreign transcripts and/or report cards along with official translations for each completed grade level. Course descriptions may be required depending on the courses the student completed abroad. For more information, contact Ivy Chaine at ivy.chaine@dc.gov or (202) 671-0750.

### *Grade Placement*

LAD's Intake and Assessment Center provides grade placement recommendations for students who previously attended school outside the U.S. based on the student's age and last completed grade level. During the intake process, students' previous schooling history is reviewed to help identify special circumstances such as Limited or Interrupted Formal education, which may require targeted instructional support. The Intake and Assessment Center makes appropriate grade and program recommendations that best suit the student's academic needs considering age-appropriate grade

placement. The principal or authorized designee may ultimately have discretion to decide the grade placement of the incoming student.[16]

## Non-DC Residents

Non-resident families must submit a My School DC lottery application for a DCPS school. Enrollment of non-resident students into DCPS, though rare, is permitted only upon approval by the DCPS Enrollment Team.

Additionally, non-resident families must pay tuition in order to attend.[17] OSSE oversees the non-resident tuition payment process. The tuition cost is based on the annual Uniform Per Student Funding Formula (UPSFF) cost for a given grade, which averages approximately $11,000 annually (although subject to change each year). Additional costs may be incurred based on a student's educational needs. No discount, waiver or scholarships are available for non-resident tuition.

> **For Non-Resident Questions**
> *Contact the Enrollment Team*
> (202) 478-5738 or enroll@dc.gov

➢ For information regarding OSSE tuition collection: http://osse.dc.gov/publication/tuition-collection

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[16] Directive 200.3 Student Registration Enrollment and Placement; 5-E DCMR § 2002.25
[17] 5-E DCMR § 2006.7

# Attendance Policies

Per DC Municipal Rules and Regulations (DCMR), students enrolled in DCPS are expected to regularly attend the school in which they are enrolled.[18] Regular school attendance is critical for academic success. Our goal is to ensure that every student attends school regularly and on time. Daily presence in school has a huge impact on a student's academic success, starting in kindergarten and continuing through high school.

➢ Learn more about DCPS attendance policies and protocol: http://dcps.dc.gov/attendance

# Attendance Policies for Lottery Students

## *Preschool (PK3) and Prekindergarten (PK4) Students*

Although PK3 and PK4 are non-compulsory grades, DCPS strongly believes that regular attendance for early childhood students is just as important as it is for students in grades K-12.

PK3 and PK4 students who have attended school may be withdrawn during the school year due to attendance issues. Additionally, out-of-boundary PK3 and PK4 students who have more than 20 unexcused absences may be prohibited from re-enrolling at the school for the following school year, given that the school staff has followed all DCPS policies regarding their attendance in a timely manner.

## *K-12 Out-of-Boundary Students*

Students who attend schools outside of their boundary should be aware that the continued availability of the seat at that school for the following year is contingent upon attendance. This policy aims to reduce the rates of truancy for out-of-boundary students, and also provide principals with recourse for out-of-boundary students with the most severe attendance issues that do not respond to attendance improvement interventions.[19]

The DCPS Out-of-Boundary Attendance Policy states that K-12 out-of-boundary students with *more than* 10 unexcused absences or 20 unexcused **tardies** may be asked to return to their neighborhood schools at the end of the school year, provided the out-of-boundary school has implemented and documented all of the required DCPS attendance interventions. No student may be asked to transfer midyear, but students with chronic attendance issues can be prohibited from re-enrolling at the school for the following school year, if the student does not comply with the DCPS Out-of-Boundary Attendance Policy.

School principals will have discretion in enforcing this policy. The principal will base her or his decision on whether the student's attendance problem is due in significant part to the distance the student travels to school.

➢ Read the Out-of-Boundary Attendance Policy: http://dcps.dc.gov/page/dcps-policies
➢ For more information on DCPS attendance policies and protocol: http://dcps.dc.gov/attendance

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[18] 5-E DCMR § 2101
[19] 5-A DCMR § 2103

# New Student Assignment and School Boundary Policies

## School Boundary Phase-In Policies

In 2014, the District undertook a comprehensive review of its student assignment policies, including school attendance boundaries and feeder patterns—the first time this had been done in over three decades. New policies went into effect in SY15-16, which included phase-in policies and grandfathering clauses. The boundary and feeder changes were phased in for families and schools to ensure adequate transition times for both. This section describes the policies implemented in SY15-16 and their implications for SY17-18.

According to the school boundaries phase-in policies, students, who attended their in-boundary school for SY14-15, had the right to continue to attend their SY14-15 in-boundary school or their newly zoned school, and therefore did <u>not</u> need to apply to those schools through the My School DC lottery.

Starting SY15-16
- Students, who were enrolled in their SY14-15 in-boundary school but had been re-zoned to another school will maintain in-boundary rights at their SY14-15 in-boundary school until they complete the terminal grade at that school.
- Siblings of the students described above also maintained their SY14-15 in-boundary rights if they had a sibling attending the SY14-15 in-boundary school at the time of their entry to that school. This policy does not apply to siblings who are alumni of the school. The sibling must be attending at the time of the student's entry.

> **Identify One's SY17-18 In-Boundary School**
> *Visit:* http://dcatlas.dcgis.dc.gov/schools/
> *Contact the Enrollment Team*
> enroll@dc.gov or (202) 478-5738

- Students who attended their in-boundary school for SY14-15 and have been rezoned to another school also had the right to attend their newly zoned school.
- <u>All new students who enroll in DCPS starting in or after SY15-16</u> will be assigned to the newly zoned school. New students are defined as:
  - Students who move into an area that has been assigned to a different school;
  - Charter school students or out-of-boundary DCPS students who wish to return to their DCPS neighborhood school from their charter school or out-of-boundary DCPS school; or
  - Students who are attending a school for the first time (e.g., at the entry grade) who live in an area that has been rezoned and who do not have siblings currently attending the former assigned school.

➢ Review SY17-18 school boundary maps by school level on pages 31-33.

## School Feeder Pattern Phase-In Policies

DCPS implemented phase-in policies for students whose feeder pattern was revised. See below for a description of the phase-in provisions first implemented in SY2015-16.
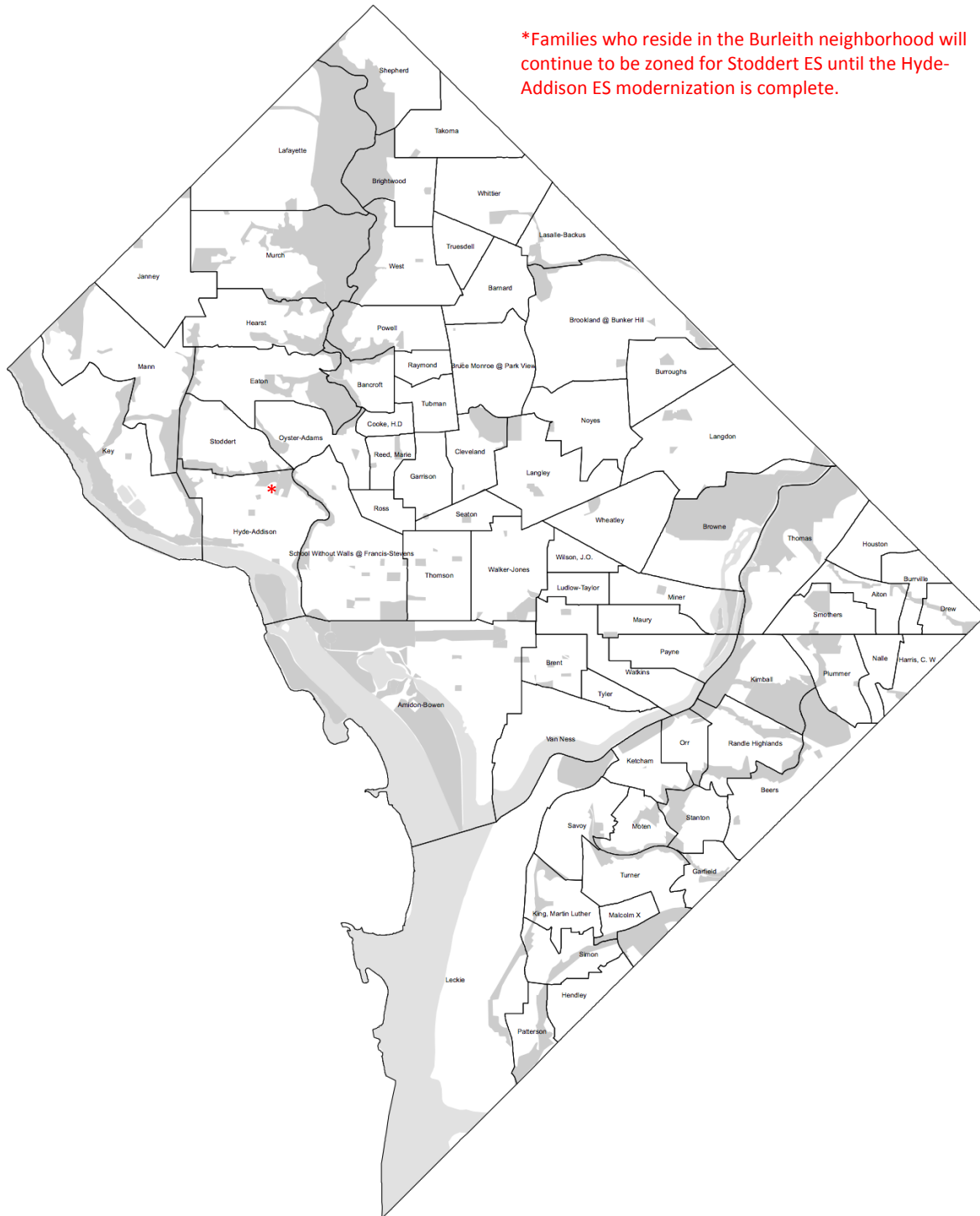
- Students who are enrolled in 5th grade as of March 31, 2017 for SY16-17 at an elementary school whose feeder pattern changed will have the right to continue to their former destination school OR to their newly designated destination school. This is the last year of this phase-in provision.

- Students who are enrolled in 8th grade as of March 31, 2017 for SY16-17 at a school whose high school feeder pattern changes will have the right to continue to their former destination school or the newly designated destination school. This is the last year of this phase-in provision.
- Students whose new feeder pattern relies on the opening of a new school will retain their SY14-15 DCPS feeder pattern and geographic rights until the new school is open.

➢ Former SY14-15 school feeder patterns are referenced on page 35.

## SY17-18 School Boundary Maps

## SY17-18 Elementary School Boundary Map

To identify one's SY17-18 in-boundary elementary school: http://dcatlas.dcgis.dc.gov/schools/



*Families who reside in the Burleith neighborhood will continue to be zoned for Stoddert ES until the Hyde-Addison ES modernization is complete.

## SY17-18 Middle School Boundary Map

To identify one's SY17-18 in-boundary middle school: http://dcatlas.dcgis.dc.gov/schools/



*Per the Mayor's Student Assignment and School Boundary Implementation Plan, this school is proposed to open in SY19-20.
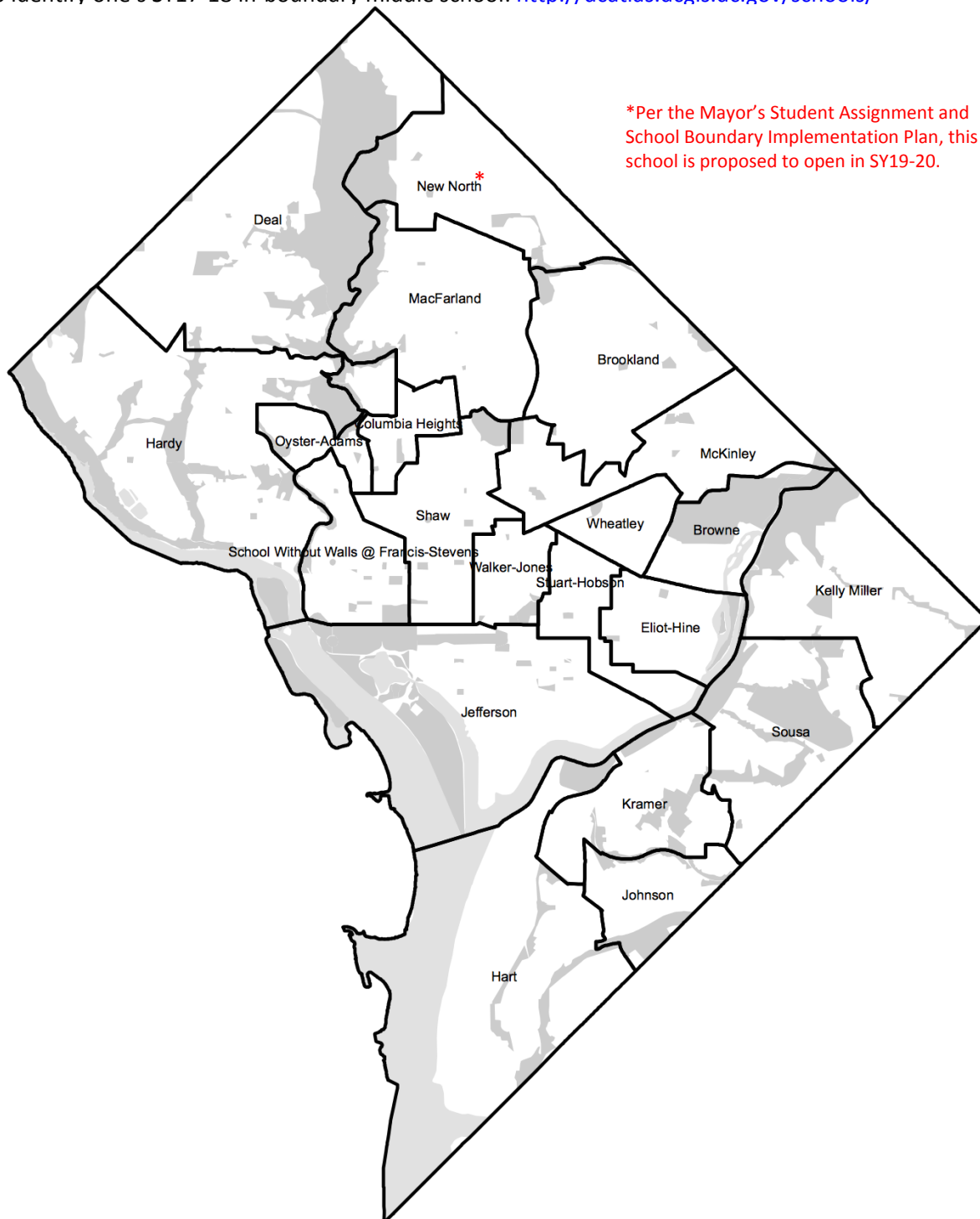
## SY17-18 High School Boundary Map

To identify one's SY17-18 in-boundary high school: http://dcatlas.dcgis.dc.gov/schools/
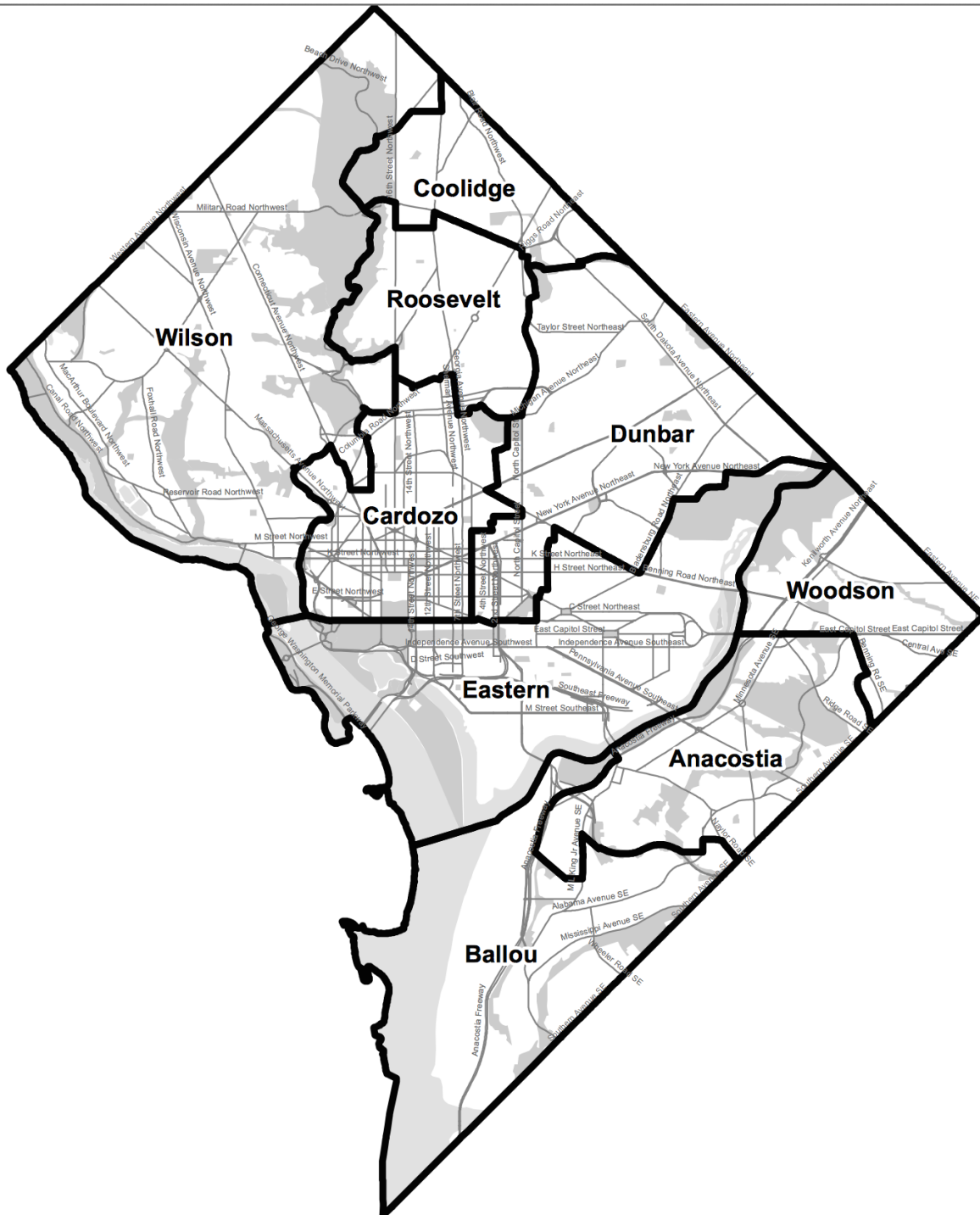
## SY17-18 School Feeder Patterns

*Note:* Feeder patterns are subject to evolve as new student assignment boundary phase-in policies and grandfathering clauses take effect. For information about MacFarland Middle School and dual language school and program feeder patterns, see page 36.

| Elementary School | Middle School | High School |
|---|---|---|
| Ketcham ES (PK3-5) | Kramer MS (6-8) | Anacostia HS (9-12) |
| Moten ES (PK3-5) | | |
| Orr ES (PK3-5) | | |
| Savoy ES (PK3-5) | | |
| Stanton ES (PK3-5) | | |
| Beers ES (PK3-5) | Sousa MS (6-8) | |
| Kimball ES (PK3-5) | | |
| Plummer ES (PK3-5) | | |
| Randle Highlands ES (PK3-5) | | |
| Hendley ES (PK3-5) | Hart MS (6-8) | Ballou HS (9-12) |
| King ES (PK3-5) | | |
| Patterson (PK3-5) | | |
| Simon ES (PK3-5) | | |
| Garfield ES (PK3-5) | Johnson MS (6-8) | |
| Malcolm X ES (PK3-5) | | |
| Turner ES (PK3-5) | | |
| Leckie EC (PK3-8) | | |
| Cleveland ES (PK3-5)<br>(also DL programmatic feeder into MacFarland MS) | Cardozo EC (6-12) | |
| Garrison ES (PK3-5) | | |
| Ross ES (PK3-5)<br>(Also feeds into SWW @ Francis Stevens 6-8) | | |
| Seaton ES (PK3-5) | | |
| Bruce-Monroe @ Park View ES (PK3-5)<br>(also DL programmatic feeder into MacFarland MS) | Columbia Heights Education Campus (6-8) | Cardozo EC (6-12) |
| H.D. Cooke ES (PK3-5) | | |
| Marie Reed ES (PK3-5)<br>(also DL programmatic feeder into MacFarland MS) | | |
| Powell ES (PK3-5)<br>(also DL programmatic feeder into MacFarland MS) | | |
| Tubman ES (PK3-5) | | |
| School Without Walls @ Francis Stevens (PK3-8) | | |
| Dorothy Height ES (PK3-5)<br>(citywide school with no boundary) | | |
| Brightwood EC (PK3-8) | | Coolidge HS (9-12) |
| LaSalle-Backus EC (PK3-8) | | |
| Takoma EC (PK3-8) | | |
| Whittier EC (PK3-8) | | |
| Bunker Hill ES (PK3-5) | Brookland MS (6-8) | Dunbar HS (9-12) |
| Burroughs ES (PK3-5) | | |
| Noyes ES (PK3-5) | | |
| Langdon ES (PK3-5) | McKinley MS (6-8)<br>(Also, STEM programmatic feeder to Woodson HS) | |
| Langley ES (PK3-5) | | |
| Walker Jones EC (PK3-8) | | |
| Wheatley EC (PK3-8) | | |

| | | |
|---|---|---|
| Maury ES (PK3-5) | Eliot-Hine MS (6-8) | Eastern HS (9-12) |
| Miner ES (PK3-5) | | |
| Payne ES (PK3-5) | | |
| School-Within-School @ Goding (PK3-5) (citywide school with no boundary) | | |
| Capitol Hill Montessori @ Logan (PK3-8) (citywide school with no boundary) | | |
| Browne EC (PK3-8) | | |
| Amidon-Bowen ES (PK3-5) | Jefferson MS Academy (6-8) | |
| Brent ES (PK3-5) | | |
| Thomson ES (PK3-5) (Also feeds into SWW @ Francis Stevens 6-8) | | |
| Tyler ES (PK3-5) (also DL programmatic feeder into MacFarland MS) | | |
| Van Ness ES (PK3-2) *For SY17-18, in-boundary students for Van Ness ES in grades 3-5 will attend Amidon-Bowen ES* | | |
| J.O. Wilson ES (PK3-5) | Stuart-Hobson MS (6-8) | |
| Ludlow-Taylor ES (PK3-5) | | |
| Peabody (PK3-K)/Watkins ES (1-5) | | |
| | | |
| Barnard ES (PK3-5) | Truesdell or West EC (6-8) | Roosevelt (9-12) |
| Raymond EC (PK3-8) | | |
| Truesdell EC (PK3-8) | | |
| West EC (PK3-8) | | |
| | | |
| Bancroft ES (PK3-5) (also DL programmatic feeder into MacFarland MS) | Deal MS (6-8) | Wilson HS (9-12) |
| Hearst ES (PK4-5) | | |
| Janney ES (PK4-5) | | |
| Lafayette ES (PK4-5) | | |
| Murch ES (PK4-5) | | |
| Shepherd ES (PK3-5) | | |
| Eaton ES (PK4-5) (Also feeds into Deal MS) | Hardy MS (6-8) | |
| Hyde Addison ES (PK4-5) | | |
| Key ES (PK4-5) | | |
| Mann ES (PK4-5) | | |
| Stoddert ES (PK4-5) | | |
| Oyster-Adams EC (PK4-8) | | |
| | | |
| Aiton ES (PK3-5) | Kelly Miller MS (6-8) (also feeds into Eastern HS) | Woodson HS (9-12) |
| Burrville ES (PK3-5) | | |
| C.W. Harris ES (PK3-5) | | |
| Drew ES (PK3-5) | | |
| Houston ES (PK3-5) | | |
| Nalle ES (PK3-5) | | |
| Smothers ES (PK3-5) | | |
| Thomas ES (PK3-5) | | |
| Ron Brown College Preparatory HS (9-10) (citywide school with no boundary) | | |
| | | |

For reference, below are previous feeder patterns:
- SY16-17 School Feeder Patterns
- SY15-16 School Feeder Patterns
- SY14-15 School Feeder Patterns

## Dual Language Programmatic and Feeder Patterns

### Dual Language Feeder Patterns for Elementary to Middle Grades

DCPS dual language elementary schools/programs are: Bancroft ES, Bruce-Monroe ES, Cleveland DL, Marie Reed DL, Powell DL and Tyler DL. Students at these schools have the right to continue in DL for middle school at either the MacFarland MS DL program (currently a 6th-7th DL program) or the CHEC middle school.

All DCPS DL 5th grade students must submit an application through the My School DC lottery to CHEC MS and/or MacFarland MS DL program to receive a "guaranteed right" of admission to these DL programs for middle school. 5th graders from these schools may apply to the 6th grade at Oyster-Adams, but are not guaranteed admission. Oyster-Adams Bilingual School is a PK4-8th Grade DL school. The exception of this is the Marie Reed ES DL program, which already geographically feeds into CHEC MS. Students from the Marie Reed ES DL program still must apply to MacFarland MS. 5th graders at Oyster-Adams EC can continue at Oyster-Adams for 6th-8th grade (no application needed) or apply to MacFarland MS or CHEC 6th-8th to receive a "guaranteed right" of admission in these MS DL programs.

### Dual Language Feeder Patterns for Middle to High Grades

DCPS middle grade programs are MacFarland MS DL (currently 6th-7th grades), CHEC MS (6th-8th grades) and Oyster-Adams EC middle grades (6th-8th grades). 8th graders at these schools have the right to continue in DL for high school at the Roosevelt HS DL program.

All DCPS DL 8th grade students must submit an application through the lottery to the Roosevelt HS DL program to receive a "guaranteed right" of admission to this DL program for high school. CHEC EC also offers a DL program in grades 9-12. CHEC is a selective high school in which all students must apply for admission through the My School DC lottery.

*Note:* This narrative only discusses programmatic DL feeder options; these schools may have additional geographic, non-DL feeder options.

Below are the SY17-18 dual language programmatic feeder patterns. For a list of SY17-18 dual language schools/programs see page 40. For non-dual language alternatives, see page 22.

| Elementary Grades | Middle Grades | High Schools |
|---|---|---|
| Oyster-Adams EC **(W)** | | Roosevelt HS Dual Language Program **(S)** - Guaranteed; CHEC Selective School option, not guaranteed. |
| Bancroft ES **(W,P)** | MacFarland MS **(W,P,G)** or CHEC 6th-8th **(W,P,G)** | |
| Bruce Monroe ES **(W)** | | |
| Cleveland ES DL Program **(S,P)** | | |
| Marie Reed ES DL Program **(S,G)** | | |
| Powell ES DL Program **(S)** | | |
| Tyler ES DL Program **(S,P)** | | |

| | | |
|---|---|---|
| All DCPS DL 5th grade students <u>must</u> submit an application through the lottery to CHEC MS and/or MacFarland MS DL Program to receive a "guaranteed right" of admission to these DL programs for middle school. The exception of this is the Marie Reed ES DL program, which already geographically feeds into CHEC MS. Students from the Marie Reed ES DL program still must apply to MacFarland MS. Starting in SY18-19, MacFarland MS will add an English-only strand that will serve the Traditional Track students at Truesdell EC, Raymond EC, West EC, Barnard ES and Powell ES. | All DCPS DL 8th grade students <u>must</u> submit an application through the lottery to the Roosevelt HS DL Program to receive a "guaranteed right" of admission to this DL program for high school. CHEC EC also offers a DL program in grades 9-12. CHEC EC is a selective school in which all students must apply for admission through the lottery for this school. | |

| | |
|---|---|
| **Key** | **W** = Whole school model |
| | **S** = Strand program within the school |
| | **G** = Geographic feeder |
| | **P** = Programmatic feeder |

## DCPS Selective High School Admissions Requirements and Processes

Below are the application and admission requirements for each selective DCPS high school. Several selective high school application timelines have additional components beyond the general My School DC application timeline. Contact the Enrollment Team with questions at enroll@dc.gov or (202) 478-5738.

1. Benjamin Banneker Academic High School: http://www.benjaminbanneker.org/
2. Columbia Heights Education Campus (CHEC): http://checdc.org/
3. Duke Ellington School of the Arts: http://www.ellingtonschool.org/
4. McKinley Technology High School: http://mckinleytech.org/
5. Phelps Architecture, Construction and Engineering High School: http://www.phelpshsdc.org/
6. School Without Walls High School: http://www.swwhs.org/

| SY17-18 Selective High School Admissions Requirements and Processes | | | | | | |
|---|---|---|---|---|---|---|
| | **Banneker** | **CHEC** | **Ellington** | **McKinley** | **Phelps** | **School Without Walls** |
| **Application Grades** | 9-10 | 9-12 | 9-10 | 9-10 | 9-11 | 9-12 |
| **Applicant Minimum Requirements** | • Minimum 3.0 GPA<br>• "***Met***" or "***Exceeded Expectations***" on any standardized test | None | None | • Minimum 2.75 GPA in core subjects<br>• "***Met***" or "***Exceeded Expectations***" on any standardized test | • Minimum 2.4 GPA<br>• "***Approached***" or "***Met***" expectations on any standardized test | • Minimum 3.0 GPA in core subjects |
| **Recommendation Letters** | • English<br>• Math<br>• Counselor<br>• Principal | • English<br>• Math<br>• Counselor | • English<br>• Math<br>• Art (or other) | • English<br>• Math<br>• Counselor | • English<br>• Math | None |
| **Essay** | Yes.<br><br>*Discuss why you wish to attend Benjamin Banneker Academic High School.* | No.<br><br>CHEC requires students to complete a student interest survey. | Yes.<br><br>*Write a paragraph explaining why this art (selected in the application) is important to you.*<br><br>*Most applicants audition for a single arts area, however you may also request an audition for a 2nd arts area. Write a paragraph explaining why this art (selected in the* | Yes.<br><br>*Describe a time when you overcame an obstacle. What was the obstacle and what steps did you take to overcome it. How do you plan to channel that motivation here at McKinley?* | Yes.<br><br>*Describe and evaluate one experience that significantly influenced your academic interests in Phelps.* | No. |

| | | | *application) is important to you.* | | | |
|---|---|---|---|---|---|---|
| **Admissions Process** | • Application review<br>• Family interview | • Application review<br>• Group Interview | • Application review<br>• Audition<br>• Admissions test<br>• Family interview | • Application review<br>• Interview (invitation only) | • Application review<br>• Family interview | • Application review<br>• Admissions test<br>• Student/Parent interview |

# Citywide, Dual Language, Montessori and Extended Year Schools and Programs

## Citywide Schools
1. Capitol Hill Montessori (PK3-8)
2. Dorothy Height Elementary School (PK3-5)
3. School-Within-School @ Goding (PK3-5)
4. Ron Brown College Preparatory High School (9 and 10 only)

## Dual Language Whole School Programs
1. Bancroft Elementary School (PK3-5)
2. Bruce-Monroe Elementary School (PK3-5)
3. Columbia Heights Education Campus (6-8)
4. Oyster-Adams Bilingual School (PK4-8)
5. MacFarland Middle School (6-7)

## Dual Language Strand Programs (Schools with English-only Options)
1. Cleveland Elementary School (PK3-5)
2. Houston Elementary School (PK3-PK4)
3. Marie Reed Elementary School (PK3-5)
4. Powell Elementary School (PK3-5)
5. Tyler Elementary School (PK3-5)
6. Roosevelt High School (9-10)

## Montessori School
1. Capitol Hill Montessori @ Logan (PK3-8)

## Schools with Montessori Programs
1. Langdon Elementary School (PK3-K only)
2. Nalle Elementary School (PK3-5)

## Extended Year Schools
For SY17-18, the following DCPS schools will follow an Extended Year calendar that allows for a longer school year with more frequent breaks.
1. Garfield Elementary School (PK3-5)
2. H.D. Cooke Elementary School (PK3-5)
3. Hart Middle School (6-8)
4. Hendley Elementary School (PK3-5)
5. Johnson Middle School (6-8)
6. Kelly Miller Middle School (6-8)
7. M.L. King Elementary School (PK3-5)
8. Randle Highlands Elementary School (PK3-5)
9. Raymond Education Campus (PK3-8)
10. Thomas Elementary School (PK3-5)
11. Turner Elementary School (PK3-5)

*Note:* This list is as of January 9, 2017 and is subject to change as new schools are added. Contact the Enrollment Team at (202) 478-5738 or enroll@dc.gov with any questions.

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## Report a Grievance

A grievance is a complaint that is filed to report any improper treatment. Improper treatment can be based on a number of factors such as one's gender, disability, race, religion or nationality.  Improper treatment can come from school staff, student or a third party. DCPS is dedicated to ensure that individuals are treated fairly with respect and dignity. To report a grievance, use one of the following methods:

1.  Complete the Online Referral Form
2.  Send your concern via email to dcps.grievance@dc.gov
3.  Call (202) 442-5405

To learn more about the Student/Parent/Visitor Grievance Policy and process, visit:
http://dcps.dc.gov/page/studentparentvisitor-grievance-process